

Example of Annual Title VI Update and Accomplishment Report

Section 1. Title VI Plan

There were no changes to our organization's Title VI Plan since it was approved in August 2005.

Section II. Policy Statement

A copy of _____ Title VI Policy Statement is attached in Appendix __ of this report.

Section III. ORGANIZATION, STAFFING AND STRUCTURE

1) Organization

Outline your organization and how it works with your Title VI Policy.

2) Staffing

Describe your agency staff and how they interact in the program.

3) Structure

Describe the structure of your program, the following is an example only. Your agency may have a different approach.

Table II.C.1. below shows Title VI Special Emphasis Program Area Liaisons within XYZ Agency. For this update, program area elements include planning, location, design, environmental services, real estate services (right of way), construction, and education and training. The program area liaisons work directly with the Title VI Specialist in the Office of the Title VI Coordinator. All liaison positions have been filled at this time.

Table II.C.1- Title VI Special Emphasis Program Area Liaisons			
Name	Gender/ Ethnicity	Title	Program
John Smith	Male/Caucasian (example only)	Managing Engineer	Engineering/Planning/ Design and Construction
Mary Ramirez	Female/Hispanic (example)	Project/Program Manager III	Education/Training for Construction
		Program Analyst IV	Education/ Training for Administration

Section IV. TITLE VI MONITORING AND REVIEW PROCESS

A. Actions to Promote Internal and External Compliance with Title VI

List actions, meetings, scheduled events, etc that help your agency promote both internal and external compliance with Title VI program.

Internal

In detail explain your agency's activities and interaction within your organization in this area.

External

Detailed explanation of your agency's activities outside the agency that promote your Title VI program.

B. Title VI Compliance Reviews During this Report Period

- List and bullet reviews conducted during the past year, name the reviewers and dates of the reviews.

Section V. TITLE VI COMPLAINTS DURING THIS REPORT PERIOD

Either:

“Received no complaints against the (Agency Name and Division) in the fiscal year 2003-2004.”

OR something like:

“The two complaints alleged one incident of denial of bus services by the (Agency Name and Division). The complaints alleged discrimination based on race. (Agency Name) resolved these cases.

Section VI. ACCOMPLISHMENT REPORT FOR EACH PROGRAM AREA

The following information describes the location of the major program functions within (Your Agency Name) and identifies accomplishments, applicable operational guidelines, process, and responsibilities of the various sections.

Appendix __ lists staff summarized by gender and race for the following Special Emphasis areas: Planning, Design, Construction and Maintenance Services and Environmental.

A. Planning

A.1. Describe the planning activities that are performed.

Example:

The Road Services Division is responsible for developing short and long-range plans that provide efficient transportation services to the citizens of (Agency Name).

Division staff coordinates with other government agencies, private groups, and the public to develop comprehensive plans that meet the transportation needs of (Agency Name). The Division provides staff and technical assistance to regional transportation groups and serves as liaison for planning with the Puget Sound Regional Council.

A.2. Describe action taken to promote Title VI compliance regarding planning activities, including monitoring and review processes, and their outcomes or status.

A review of Title VI compliance in the planning section was conducted on.....The results were there were no Title VI problems identified.

A.3. Number of Consultant Projects for Planning Awarded During this Reporting Period and Dollar Value

No consultant contracts for planning were awarded during FY 2004.

A.4. Efforts Made to Utilize Minority and Female Consultants and Sub-consultants in Federally Assisted Contracts

It is the policy of (Agency Name) to comply with 49 Code of Federal Regulations, Part 26, to ensure that Disadvantaged Businesses, including minorities and women, have an equal opportunity to receive and participate in federally assisted contracts. (Agency) does not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate in connection with the award or performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin. Efforts made to use minority and female consultants during FY 2004 include the following outreach activities:

- **Disadvantaged Business Enterprise (DBE) Goals.** As part of (Agency Name) outreach efforts to use minority and female consultants, when appropriate, proposals include a Disadvantaged Business Enterprise (DBE) goal. Certified DBE firms can encompass small, minority and women-owned firms. As a condition of award, the successful bidder must make good faith efforts to meet this DBE goal. The proposer establishes good faith efforts when it documents that it has obtained enough DBE participation to meet the DBE goal; or documents that it has made adequate efforts to do so although unsuccessful.

- **Consultants Selection Procedures.** Consultants are selected according to the procedures outlined in the RCW, and Local Agency Guidelines (LAG) Manual procedures for federally

assisted projects. (Agency Name) encourages all consultant firms that are registered in Washington State to conduct business and who possess the requisite professional license(s) to present their qualifications for highway design projects.

The (Agency Name) solicits firms for inclusion on the Architecture and Engineering, Professional Services, and the Construction Small Works Rosters in accordance with RCW 39.80 and (Agency Name) practices. (Agency Name) places an advertisement in various news media to include the (Names of Publications) and various minority newspapers that have existing contracts with the Agency. Advertisement is conducted a least twice during a year to encourage consultant firms to apply for placement on the rosters.

• **Public Pre-proposal Meetings.** Other outreach efforts to support the use of minority and female consultants include conducting public pre-proposal meetings to provide information concerning the scope of work and available subcontracting opportunities associated with projects. These meetings are open to all interested parties.

A5. Studies Conducted which Provide Data Relative to Minority Persons, Neighborhoods, Income Levels, Physical Environments, and Travel Habits

The agency will continue to review all proposed projects for their potential to have a disproportionate impact on low-income and minority populations that are subject to additional consideration in accordance with applicable Title VI and Environmental Justice provisions. (Agency Name) unincorporated areas do not typically require substantial analysis to determine that the potentially affected areas do not meet thresholds for consideration as low-income or minority communities. However, (Specific Project name if applicable), does require such analysis.

A.6. Hearings Held During the Report Period and Efforts Utilized to Ensure Citizen Participation, Particularly Minorities, and Women—the Number of these Individuals and the Capacity of their Participation

No hearings were conducted in FFY 2004. There were seven (7) community advisory group meetings and one other public meeting conducted.

(Agency Name) continues to use the Washington State Department of Transportation (WSDOT) form for collecting data on public hearing and public meeting attendees for Title VI reporting requirements, per Title 23, Code of Federal Regulations, Part 200.9(b)(4). See Appendix __ for a copy of the form used by (Agency Name) at its public meetings. Appendix __ summarizes the forms collected during FFY 2004.

B. Research

Not applicable to our organization.

B.1. How many research projects are currently underway?

B.2. List of Universities and/or consultants currently conducting research projects.

C. Environmental Unit

C.1. Describe action taken to promote Title VI compliance regarding environmental affairs, including monitoring and review processes and their outcomes or status.

The Environmental Unit of the (Agency Name) works to ensure the promotion of environmental integrity in the design, construction and maintenance of transportation systems that serve the needs of the Agency's various communities. This section responds to the requirements of the National Environmental Policy Act (NEPA) and the State Environmental Policy Act (SEPA) to ensure that projects undertaken by (Agency Name) meet these provisions, as required by Washington State and the Federal Government.

C2. Staff Responsible for Environmental Affairs

C.3. Environmental Impact Statements

During FFY ____, the (Agency Name, Division, Section) conducted ____ () NEPA and ____ () SEPA environmental reviews. The completed environmental reviews did not identify impacts to minority or economically disadvantaged communities. During FYE ____ staff from (Agency Name) and WSDOT completed the technical studies pertaining to socio-economic impacts and Title VI/Environmental Justice considerations. The results from those studies have been incorporated into the draft review versions of the Draft EIS. Those initial drafts have been revised to clarify Title VI/Environmental Justice information and address specific comments from WSDOT. Following its approval by WSDOT and FHWA, (Agency Name) anticipates issuing the Draft EIS in 2005.

See Appendix ____ for the list of names for each project that was subject to an environmental review during FY _____. A copy of the SEPA exemption determination and determination of non-significance is included for each project.

C.4. Upcoming Year

D. Location

(Agency Name) emphasis over the past several years has been the improvement of existing Rights-of-Way and corridors. There has been no activity in the (Agency Name)'s Location Program. When future corridors are considered, the Location Program will be one of the tools used by the (Agency Name) to help determine their feasibility.

D.1. Number of Complaints Filed

None during this report period

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D.2. Identification of Titles, Ethnicity and Gender of Employees in the Location Program

Not applicable this reporting period. Agency Name currently has no staff assigned to location duties since there has been no activity in that area.

D.3. Number of Environmental Impact Statements Reviewed During the Report Period, Including a Summary of Comments on EIS Where Minority, Handicapped, Elderly, etc. Communities were Adversely Impacted

None during this report period.

D.4. Number of Consultants Contracts Involving Project Development Activities

None during this report period.

D.5. Number of Public Hearings Held During the Report Period Concerning Location of a Project, including How the Hearings Were Advertised and Notification to Minorities

None during this report period.

D.6. Encouragement of Minority Leaders to Provide Suggestions and Ask Questions on Location of Highways

Not applicable during this report period. No new highways were located during this report period.

D.7. Need to Use Bilingual Advertisements, Announcements, Notices, etc. During the Report Period

None during this report period.

E. Design

Design activities are performed by (fill in appropriate information about your design process.

E.1. Number of Consulting Firms with Design Contracts, including the Number of these Contracts Held by Minority Firms and Women-Owned Firms/ Dollar Value

For FFY 2004, twenty-three consulting firms were engaged in design contracts. For reporting purposes, work order and task order contracts that have multiple awards are considered contracts awarded. The accompanying tables summarize the number of contracts awarded, including work order and task order contracts, and the sum of those contract awards by prime and sub-consultant.

Table VI.E.1. provides the number of contracts and total dollar value awarded to minority firms and women-owned firms as prime consultants with design contracts.

Table VI.E.1. - Design Contracts-Prime				
Name of Firm	Certification Status	Ethnicity	# Contracts Awarded (includes work and task numbers)	Sum of Contract Awards (rounded to nearest thousand)

Table VI.E.2. below contains information on the number of minority firms and women-owned firms who currently have subcontracts, their certification status, ethnicity, and sum of contract awarded dollar value.

Table VI.E.2. – Minority, Women-Owned Firms with Consultant Subcontracts				
Name of Firm	Certification Status	Ethnicity	# Contracts Awarded (includes work and task numbers)	Sum of Contract Awards (rounded to nearest thousand)

E.2. Efforts to Increase Minority and Female Participation in Obtaining Consultant Contracts

- **Procurement Information System.** (Agency Name) requests Letters of Interest, Statement of Qualifications and Proposals from all firms qualified and interested in providing professional services for contracts awarded by the (Agency Name). (Agency Name) posts information on current Requests for Proposals on its Internet Website. Proposals identify the types of sub consulting opportunities that may be available on the project for informational purposes.

- **Advertisement in local papers and Agency Procurement Website.** (Agency Name) advertises Requests for Proposals for consulting services in local papers and on its Procurement Website. The scope, size and duration of these contracts vary in size to promote diversity in the number and size of firms competing for these awards. Some contracts are for complete design services on a single project. Others may be for environmental reviews, traffic analysis, mediators or a wide range of professional services. (Agency Name) solicits some small A&E contracts (under \$150K) from Consultants using its A & E Roster.

- **Advance Information on Upcoming Contract Opportunities.** During Federal Fiscal Year 2004, (Agency Name) efforts to use minority and female consultants included providing advance information on upcoming contract opportunities to DBE's to include small, minority and women-owned businesses.

Describe Agency involvement in this area.

- **Newsletter Distribution.** Describe activities that may pertain to this type of information.

- **Grassroots Level Outreach Efforts.** Describe any activities that your agency has conducted in this arena.

- **Office of Business Relations & Economic Development.** Describe any activity this type of division may undertake in your community.

- **Collaboration with other Local Governments.** Description of activity.

E.3. Public Hearings Held During the Design Phase of any Highway

Description of any activity in this area.

E.4. Employees in the Design Program Area, including Ethnicity and Sex, including Efforts to Increase Minority and Female Representation Where ____ (low, high?)

See Appendix __ for information on employees.

During this report period, recruitment staff in the Design area actively participated in the following job fairs and forums: List participation if relevant.

E.5. Complaints Filed in the Design Program Area

None during this report period.

E.6. Significant Problem Areas, Accomplishments, and Actions to Take During the Ensuing Year.

No significant problem areas were identified during this report period.

F. Real Estate Services (Right of Way)

Describe your Agency Real Estate Services Responsibility in the Title VI Plan.

The property acquisition process follows the WSDOT Right of Way Manual and all applicable laws and regulations, including Title VI and Section 504. The acquisition process includes appraisal of property, negotiation of terms and conditions for acquisition, and relocation assistance, as well as property management.

F.1. Civil Rights Complaints in the following Real Estate Services (Right of Way) Areas:

F.1.a. Appraisals – None during this report period.

F.1.b. Negotiations – None during this report period.

F.1.c. Relocation Assistance and Payments – None during this report period.

F.1.d. Property Management – None during this report period.

F.2. Number of Appraisers Utilized During the Reporting Period

During FFY 2004, four appraisers were utilized, two females, two males and no minorities. The appraisers are (Firm Name or Agency Name) employees. Decisions to obtain new appraisers are based on need and vacancies. There are no vacancies at this time. There were no contracts for appraisers during this reporting period.

F.3. Number of Negotiations During the Report Period and Disparity in Contract Negotiations between Minorities and Non-minorities

There were __ negotiations during this report period. No disparity in contract negotiations was noted.

F.4. Concerns Raised by Minorities or Women Regarding their Options in the Negotiation Phase

None during this report period.

F.5. Number of Relocations During the Report Period

There were no relocations during FFY 2004.

F.6. Concerns Raised by Minorities or Women on Replacement Housing, Referral Housing and Advisory Services

None.

F.7. Opportunities for Minorities and Women to Obtain Contracts Awarded for Providing Relocation Assistance

In-house relocation assistance services are conducted according to the rules guidelines of the federal Uniform Relocation Act (CFR24), RCW 8.26, and the WSDOT relocation manual and LAG agreement. Staff attends project open houses to present relocation services and benefits, and later meet individually with affected relocatees to negotiate and finalize benefit awards.

G. Construction and Maintenance Services

The Construction Services Group provides guidance and oversight for the administration of transportation construction projects. The (Agency Name) Road Maintenance Operations Section is responsible for the preservation and upkeep of roads and bridges.

G.1. Civil Right Complaints Involving Competitive Bidding Procedures

There were no complaints involving competitive bidding procedures during the reporting period.

G.2. Summary of Efforts Made by the Title VI Coordinator to Encourage the Use of Minority Individuals, Firms or Agencies to Obtain Maintenance Agreements or Contracts

Summarize your Agency's effort in this area.

G.3. Procedures Reviewed to Assure Subcontract Agreements, First and Second Tier, Material Supply and Equipment Lease Agreements During the Report Period

Description of your Agency procedures.

G.4. Significant Accomplishments and/or Action Items for the Ensuing Year

Continue monitoring disadvantaged, minority, women, and small business participation in (Agency Name) Road construction contracting.

H. Administration

H.1. List of Employees by Ethnicity and Gender in each of the Title VI Program Areas.

Please refer Appendix ___ for a summarization of the ethnicity and gender of employees in the respective program areas.

H.2. Summarize all Activities Undertaken During the Reporting Period which Provide for Assurances of Title VI Compliance with Contractors, and by Contractors (i.e. are Title VI compliance included in all contracts and consultant agreements; were reviews made to ensure contractors and consultants are adhering to Title VI requirements; are contractors and/or consultants appraised of Title VI implications and issues, etc.)?

The following is a summary of activities undertaken during the reporting period that provide for assurances of Title VI compliance with contractors, and by contractors:

√ *Title VI Training*

√ *Dissemination of (Agency Name) Title VI Policy Statement*

(Agency Name) Title VI Policy Statement is included in a post award packet of informational materials that the Agency Name sends to prime contractors. The post award packet includes information on the (Agency Name) reporting requirements and is sent to all prime contractors for each contract that has been publicly bid and advertised.

✓ ***Title VI Provisions in all (Agency Name) Federally Funded Contracts***

All federally funded contracts administered by (Agency Name) contain Title VI provisions (FHWA form 1273).

✓ ***Analysis Worksheet Reviews for All Advertised Construction Bids and Proposals***

SAMPLE: “Contract Compliance Specialists located in the Business Development and Contract Compliance Office receive and review Subcontracting/Apprenticeship Availability Analysis Worksheets for projects advertised for construction bids. The worksheet identifies the specific scopes of work, if any, which may be available for performance by subcontractors.

Specifications (FHWA form 1273) defining Title VI requirements are included in the contract documents with a requirement that these provisions be included in all amendments, supplements and lower tier contracts entered into by the contractor. (Contract documents also include GSP 01-07.11 language relating to the Requirements for Non-discrimination.) Goals are established for the participation of Disadvantaged Business Enterprises, where applicable.”

✓ ***Public Pre-proposal Meetings***

No public pre-proposal meetings were held during this reporting period.

✓ ***Inclusion of Goals on Federally-Assisted Contracts***

Staff in the (Section of your Agency) review federally assisted contracts for DBE goals.

✓ ***Non-discrimination Provisions in Contracts***

All (Agency Name) contracts, including federally assisted contracts, contain non-discrimination provisions to ensure and heighten awareness that (Agency Name) will not tolerate discriminatory practices.

H. 3. Title VI Training During the Period

Table VI.H.3. lists the FFY 2004 Title VI training/meetings and attendees

Table VI. H.3. Title VI Trainings/Meetings		
Date	Type of Training	Audience- List Participants by Name

Section VII. Education and Training

- 1) **During the Reporting Period, Efforts Made to Encourage Participation by Minorities and Women in the NHI's Educational Program**

Description of this activity, if applicable

- 2) **Types of NHI Sponsored Programs and Number of (Agency Name) Participants, Including Minorities and Women**

Description of activity in this area by your Agency.

- 3) **Identify Staff Responsible for Training by Job Title, Ethnicity and Gender**
Staff within (Agency Name) Office of Civil Rights ((AGENCY NAME)) provides guidance to departments on their responsibilities and reporting requirements for Title VI.

Table VII.3.1 below shows staff responsible for Title VI training to departments by job title, ethnicity, and gender.

Table VII.3.1			
Title VI Training Staff within the Office of the Title VI Coordinator			
Name	Job Title	Ethnicity	Gender
	Title VI Coordinator	Caucasian	Female
	Civil Rights Specialist	African-American	Male

- 4) **G.4. Civil Rights Complaints Filed Concerning Training and Educational Opportunities and any Corrective Actions Taken**

No complaints were filed during this reporting period.

APPENDICES

APPENDIX A:

Form – Title VI Compliance Statement for use in public meetings/hearings Voluntary Title VI Public Involvement

Title VI of the Civil Rights Act of 1964 requires (Agency Name) to gather statistical data on participants and beneficiaries of the agency's federal-aid highway programs and activities. (Agency Name) collects information on race, color, national origin and gender of the attendees to this public meeting to ensure the inclusion of all segments of the population affected by a proposed project.

(Agency Name) wishes to clarify that this information gathering process **is completely voluntary** and that you are not required to disclose the statistical data requested in order to participate in this meeting. This form is a public document.

The completed forms will be held on file in (Agency Name) Department of Transportation. For further information regarding this process, please contact the Title VI Coordinator by phone at _____ or e-mail at _____.

Please respond to the following questions:

Insert a copy of your Public Involvement forms submitted at Public Meetings/Hearings

Include:	Project Name	Meeting Location	Name	Gender
	Date	General Ethnic Identification	Color	National Origin

APPENDIX B

The following table summarizes staff gender and race by the respective program areas.

Special Emphasis Area	Race	Gender Female	Gender Male
Design	Asian	15	17
	Black	3	1
	Caucasian	13	42
	Filipino	1	2
	Hispanic	2	2
	Other	1	
Design Total		35	64
Environmental Services Unit	Black	2	
Environmental Total		2	

APPENDIX C:

STATE ENVIRONMENTAL PROJECT ASSESSMENTS (SEPA) EXEMPTION DETERMINATIONS AND DETERMINATIONS OF NON-SIGNIFICANCE

Project Number	Project Name	NEPA/SEPA Type*
		SCE
		SCE/NCE
		SCE/NCE
		ECL/NCE
		SCE

**Type: NCE=NEPA Categorical Exclusion; EA=Environmental Assessment; NEIS=NEPA Environmental Impact Statement; SCE=SEPA Categorical Exemption; ECL=Environmental Checklist; SEIS=SEPA Environmental Impact Statement*

APPENDIX D:

(AGENCY NAME) TITLE VI IMPLEMENTATION PLAN

Revised _____

1. Internal Dissemination

Goal: To complete internal dissemination of (Agency Name)'s revised Title VI Plan and FFY 2004 Title VI Update Report before _____.

(Agency Name)'s Title VI Coordinator has distributed copies of its original Title VI Plan and assurances to Agency departments, (Agency Name) Council, (Agency Name) Civil Rights Commission, Department of Transportation Division Managers and the Office of the Prosecuting Attorney. Such distribution occurred on or before _____. The updated Plan dated _____ was disseminated in December 2002. The Plan as revised in _____ along with the _____ Title VI Update Report will be circulated by _____.

The Title VI Specialist and Special Emphasis Area Liaisons (as defined in the plan) received copies of the original plan and will receive copies of the updates promptly for incorporation into operational manuals, guidelines, and procedures.

2. External Dissemination

Goal: Public notification of (Agency Name)'s Title VI Plan will be on going.

A. (Agency Name) will publicize (Agency Name)'s policy statement, as included in the Title VI Plan, in local minority and community-based newspapers. The (Agency Name)'s Title VI Plan will be made available to the public upon request. Additionally, the (Agency Name) Title VI Policy Statement and Complaint procedure may be found on the internet at http://www._____.

B. The (Agency Name) will continue to distribute copies of the Title VI Plan to contractor organizations upon request. Additionally, the (Agency Name) will make copies of the plan available to all prime contractors, subcontractors, consultants and suppliers currently participating on (Agency Name) public works projects receiving federal financial aid upon request. The (Agency Name) will also make copies available to other firms providing goods and services to (Agency Name) upon their request.

C. The (Agency Name) will include the appropriate Title VI nondiscrimination language and any implementing requirements FHWA may issue in all solicitations for competitive bidding or negotiated procurements with federal aid for construction, professional services and purchase of materials or equipment.

3. Training

Goal: To ensure that (Agency Name) employees involved in the project management and the contracting practice are knowledgeable on potential Title VI issues (ongoing).

A. Title VI Specialists and Liaisons are strongly encouraged to participate in training programs and workshops offered through Washington State Department of Transportation and others. Additionally, the Title VI Coordinator, in communicating with the Title VI Liaisons and Specialists, informs (Agency Name) employees of any new training opportunities upon notification from other external agencies.

B. Additionally, Staff in conjunction with staff in the (Agency Name) Department of Transportation, Road Division, will continue to develop new training for (Agency Name) staff.

C. The (Agency Name)'s Title VI Coordinator shall oversee training to include staff involved in (Agency Name)'s contracting processes. The Title VI Specialist will conduct the training. Training will occur throughout the year and will be specific to the Road Services and Contracting Divisions of (Agency Name) initially. This training will include information on:

- The role of ___ as the Title VI Coordinating agency
- Technical Assistance on Title VI matters
- Title VI reviews of program areas
- Procedures for the prompt processing of complaints of discrimination
- The necessity of updating the Title VI Plan to reflect organizational policy or implementation changes

The (Agency Name)'s Title VI Coordinator will request Department Directors and Managers to inform employees of new training opportunities upon notification from the Coordinator's office. Such opportunities may include courses offered by WSDOT, as well as from other outside agencies.

D. The (Agency Name) will provide a training schedule to the Washington State Department of Transportation's Office of Equal Opportunity Title VI Coordinator.

E. The (Agency Name)'s Title VI Coordinator shall maintain information gathered from training records for inclusion in annual report updates.

4. Information Collection for Annual Updates

Goal: To establish and implement processes and procedures for collection of information required for inclusion in annual update report.

A. The Title VI Specialist and Liaisons will assist the Title VI Coordinator in gathering and maintaining information on specific program areas and affected (Agency Name) departments.

B. (AGENCY NAME) will work with Liaisons and a designated Data Coordinator to collect and report on the information required by WSDOT for the Title VI Annual Update.

C. Information for reports will be obtained from sources such as on-site compliance reviews (internal and external), checklists, review guides, questionnaires, public meeting sign in sheets, personnel inventory and employment utilization forms and inquires from the public. The Office of the Title VI Coordinator will compile this information for inclusion in the annual update reports as required.

5. Complaint Resolution

Goal: To ensure that complaints are resolved in a professional and timely manner.

The (Agency Name)'s Title VI Coordinator will investigate all complaints of Title VI violations as appropriate. The (Agency Name) will use procedures outlined in the Title VI Plan to investigate such complaints. The objective of the investigation will be to determine whether prohibited discrimination has occurred or could occur, and to take steps to remedy the situation. To accomplish this, the Title VI Coordinator shall coordinate the following:

A. Identification of the basis for the complaint;

B. Identification of sources of information;

C. Fact finding interviews with aggrieved persons, witnesses and the alleged violator;

D. Development of a statement of finding-of-facts and information relevant to the issue/basis for the complaint;

E. Informal dispute resolution;

F. Report of findings in a manner that includes a conclusion and determination of future actions to take; and

G. Provision for possible appeal of the decision to the FHWA.

The (Agency Name)'s Title VI Coordinator will consult with WSDOT before commencing investigations to determine which agency should properly investigate.

6. Annual Title VI Update Report

Goal: To provide detailed information on activities performed in implementing (Agency Name)'s Title VI Plan and to document accomplishments.

The Annual Title VI Update Report will include detailed information regarding the implementation activities related to (Agency Name)'s Title VI Plan and the (Agency Name)'s accomplishments. Specific areas that will be covered in the Annual Report include, but may not be limited to the following:

- A. Organization and Staff Profile
- B. Title VI Monitoring and Review Process
- C. Complaints and Investigations
- D. Special Emphasis Program Area Activities and Accomplishments
- E. Title VI Administration
- F. Training
- H. Accomplishments Report for Current Year

APPENDIX E:

(Agency Name) Title VI Policy Statement

(Agency Name) assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and as amended, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Washington State Department of Transportation.

(Agency Name) further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs or activities are federally funded or not.

In the event (Agency Name) distributes federal aid funds to another governmental entity or other sub-recipient, (Agency Name) will include Title VI language in all written agreements and will monitor for compliance.

(Agency Name)'s Office of the Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports and other (Agency Name) responsibilities as required by 23 CFR 200 and 49 CFR 21.

(Agency Name) Executive)

Date

APPENDIX F

TITLE VI FORMS

(Agency Name) provides Title VI forms to participants at public meetings (See Appendix A). In 2004 two forms were completed and turned in by participants.

Title VI Public Involvement forms were made available at the _____ (Fill in appropriate information.)

Title VI Public Involvement forms were made available at the Sth Park Bridge EIS Community Advisory Group meetings on _____, _____ and _____ at the _____ located at _____ were submitted.

Title VI Public Involvement forms were made available at the (Fill in the Name) on (Fill in the Date) at (Fill in location), but no forms were submitted. (OR: Two forms were submitted according to actual circumstance.)

Title VI Public Involvement forms were made available at the (Fill in the Name) on (Fill in the Date) at (Fill in location), but no forms were submitted. (OR: Two forms were submitted according to actual circumstance.)

Title VI Public Involvement forms were made available at the (Fill in the Name) on (Fill in the Date) at (Fill in location), but no forms were submitted. (OR: Two forms were submitted according to actual circumstance.)

These forms are kept on file in the (Section of your Agency) and in the Office of the Title VI Coordinator.

APPENDIX G

Insert Your Organizational Chart Here

Title VI Complaint Log

Case Number	Complainant/ Address	Filing Date	Basis	Status	Disposition